



Request for Proposal (RFP)

Provision of Professional Services in the Development and Delivery of Workshops and Expert Support on Improving Air Quality under the UK–BiH Fellowship Programme

For: UK-BiH Fellowship Programme

Date: 03.10.2025

1. Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers and our creative sparkle.

We work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. In 2021–22 we reached 650 million people.

2. Introduction and Background to the Project / Programme

2.1 Description of the UK-BiH Fellowship programme

- 2.1.1 Implemented by the British Council and supported by the UK Government, the UK–BiH Fellowship Programme addresses cross-sectoral challenges in Bosnia and Herzegovina, with Clean Air selected as the central theme of this cycle. The initiative seeks to empower up to 15 experts from politics, public administration, business, and civil society by equipping them to drive impactful reforms. Through pre- and post-visit workshops, collaborative learning, and a UK study visit, the programme fosters inclusivity, cross-sectoral dialogue, and transparency to promote healthier communities, environmental sustainability, and a more resilient BiH.
- 2.1.2 A central feature of the UK–BiH Fellowship Programme is the combination of pre-visit and post-visit workshops, which frame and consolidate the learning process for participants. The preparatory workshop will strengthen technical knowledge, highlight international best practices, and contextualise BiH-specific challenges across the three pillars of air quality monitoring, sustainable energy and heating solutions, and sustainable mobility and transport. Following the study visit to London, the post-visit workshop will build on participants' experiences, enabling them to translate new insights into practical proposals and policy ideas for BiH. Together, these workshops ensure that the study visit is not an isolated activity, but rather a catalyst for sustained knowledge transfer, reflection, and the development of actionable solutions.

2.2 About the Programme

- 2.2.1 Within the UK–BiH Fellowship Programme, the Clean Air component provides participants with structured opportunities to strengthen their understanding of air quality monitoring and evidence, sustainable energy and heating solutions, and sustainable mobility and transport. The approach combines preparatory and follow-up workshops in BiH with a study visit to the UK, ensuring that international practices are meaningfully contextualised for the BiH environment.
- 2.2.2 The programme encompasses a two-day preparatory workshop in BiH, designed to strengthen participants' technical knowledge, introduce UK best practices, and frame BiH-specific challenges across the three thematic pillars. This will be followed by a seven-day study visit to the UK, offering a balanced mix of expert inputs, site visits, and peer exchanges. After the study visit, a post-visit workshop and panel discussion will provide space for reflection and translation of insights into practical proposals for BiH. Together, these elements ensure that the study tour is embedded within a broader learning process rather than standing alone.
- 2.2.3 The fellowship cohort will consist of up to 15 mid- to senior-level professionals drawn from politics, public administration, business, and civil society. Their diverse expertise will foster a cross-sectoral

learning environment and encourage collaborative approaches to addressing air pollution and promoting healthier communities.

2.2.4 The study visit in the UK will be delivered in English, while the preparatory and post-visit workshops in Bosnia and Herzegovina will be conducted in the local language (B/H/S).

2.2.5 By connecting UK insights with BiH challenges, the programme will equip participants with knowledge and skills to improve air quality monitoring, promote cleaner energy and heating solutions, and advance sustainable mobility. It will also aim to bridge gaps between policy design, implementation, and community engagement, ensuring that the fellowship contributes to long-term environmental sustainability and public health in BiH.

3. Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: Bosnia and Herzegovina

3.1.3 Duration: October 2025 - March 2026

3.1.4 Contractual terms: As set out at Annex 1 *Terms and Conditions of Contract* ("**Contract**"). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. In the event that the chosen service provider is operating as a Sole Trader or through a Personal Service Company, the British Council retain the right to issue specific contractual terms and conditions, in order to take account of this status. If you plan to submit a bid as a Sole Trader or Personal Service Company please ask for a copy of the specific terms. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions (“Proposal Conditions”)

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council’s requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject to the “Liability” Tender Condition below, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject

to the “Liability” Tender Condition below, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council’s liability may not be limited under any applicable law.

4. Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 (“FOIA”), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 (“EIR”), and public sector transparency policies apply to the British Council (together the “**Disclosure Obligations**”).

4.5 You should be aware of the British Council’s obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may

therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

5. Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of 30 days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6. Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to hena.atlic@britishcouncil.org

7. Scope of Work

The selected supplier will provide specialised expertise and training delivery in the field of air quality, ensuring comprehensive coverage of the fellowship's three thematic pillars:

1. Air Quality Monitoring and Evidence
2. Sustainable Energy and Heating Solutions
3. Sustainable Mobility and Transport

The supplier will work under the overall supervision of the Project Team and in close coordination with British Council staff to ensure a coherent and impactful programme. Services will include the design and facilitation of pre- and post-visit workshops, delivery of a seminar and panel discussion, and the preparation of associated materials and reports.

The supplier will therefore be responsible for the following set of activities:

7.1. Needs Assessment (up to 7 days)

- 7.1.1. Support the project team in identifying additional stakeholders whose expertise could strengthen the clean air focus of the fellowship.

- 7.1.2. Conduct a comprehensive needs and knowledge assessment of participants to evaluate their understanding, challenges, and expectations within each of the three pillars.
- 7.1.3. Identify knowledge gaps and capacity-building priorities specific to BiH's air quality context.
- 7.1.4. Deliver a Needs Assessment Report providing actionable recommendations for training and stakeholder engagement.

7.2. Workshop Development and Facilitation (up to 12 days)

- 7.2.1. Design and facilitate two interactive workshops (pre and post-visit workshops) tailored to the assessed needs of participants.
- 7.2.2. Deliver the pre-visit workshop (November 2025), preparing participants for the UK study tour by strengthening technical knowledge and framing BiH-specific challenges.
- 7.2.3. Deliver the post-visit workshop (March 2026), supporting participants in applying knowledge from the UK study tour to develop concrete policy ideas and proposals for BiH.
- 7.2.4. Integrate expertise across the three pillars by:
 - presenting tools and case studies in air quality monitoring and evidence,
 - analysing UK sustainable energy and heating practices and their applicability to BiH,
 - exploring sustainable mobility and transport solutions with lessons from UK experience.
- 7.2.5. Produce a concise workshop report highlighting participant progress and action points.
- 7.2.6. Submit all workshop content and materials (slides, handouts, exercises) to the project team no later than three working days before delivery.

7.3. Seminar and Panel Discussion (up to 5 days)

- 7.3.1. Develop a structured seminar and panel discussion outline showcasing UK case studies and transferable practices across the three pillars.
- 7.3.2. Facilitate dialogue that enables fellows to present lessons from the UK study visit and propose next steps for BiH.
- 7.3.3. Provide expert facilitation to ensure the discussion yields practical, actionable outcomes for policy and practice in BiH.

7.4. Coordination and Reporting

- 7.4.1. Ensure close collaboration with the project team to align deliverables with fellowship objectives.
- 7.4.2. Submit monthly timesheets and activity descriptions as the basis for payment and approval.

- 7.4.3. Produce a final report consolidating insights, action points, and policy recommendations derived from the programme.

8. Deliverables

The Supplier is expected to provide expert services and outputs including:

- a. **Needs Assessment Report** – summarising findings on participant knowledge, capacity gaps, and recommendations across all three pillars.
- b. **Workshop Materials** – content and resources for two interactive workshops, tailored to BiH context and approved by the project team.
- c. **Seminar and Panel Discussion Outline** – including proposed topics, guiding questions, and case studies.
- d. **Final Report** – capturing participant learning, policy proposals, and actionable follow-up steps.

9. Participants

Participants will be selected and invited to submit their applications to join the fellowship programme. Once the final list of participants is completed and their participation confirmed, the list will be shared with the supplier to ensure that programme content and activities are tailored to their profiles and needs.

10. Study Visit Participation

The selected supplier will be given the opportunity to nominate one expert to join the fellowship study visit to London, with all associated costs covered by the British Council. Travel, accommodation, and participation expenses will be fully funded. The nominated expert will participate as a fellow during the visit, and the days of participation cannot be charged as consultancy days.

By directly engaging in sessions and site visits, the nominated expert will gain first-hand exposure to UK approaches and collect practical insights. This experience will enable them to take structured notes, engage in dialogue with UK counterparts, and subsequently better support participants in contextualising their learning. The first-hand knowledge will also strengthen the supplier's ability to design and deliver a targeted post-visit workshop, ensuring that the UK examples are meaningfully translated into the BiH context.

Selection criteria

11. Proposal Requirements

Suppliers are required to submit:

- a. Detailed approach and methodology for delivering the outlined scope of work, including how expertise will be applied across the three thematic pillars.
- b. Implementation plan with a clear timeline.
- c. Comprehensive budget proposal, inclusive of all costs and fees
- d. Evidence of organisational and professional expertise, including:
 - i. Proof of company registration and relevant legal documentation confirming the supplier's status and eligibility to operate.
 - ii. Documented experience in organising and conducting projects of similar scale and complexity.
 - iii. Access to a pool of practitioners from relevant fields, with proven experience in delivering capacity-building activities and proficiency in diverse online/digital tools.

12. Evaluation

The evaluation will be conducted by the British Council Team in with KPIs and overall requirements set up by the British Council.

13. Timeline

October 2025: Contract signing and preparation

November 2025: Needs assessment conducted

December 2025: Pre-visit workshop

February 2026: Study visit to the UK

March 2026: Post-visit workshop and panel discussion

April 2026: Final report submitted

14. Proposal Submission Guidelines

Proposals should include:

- **Organizational Background**
 - Evidence of experience in designing and delivering programmes related to air quality, sustainable energy/heating, and sustainable mobility/transport.

- Demonstrated ability to engage qualified experts with the knowledge and experience to effectively interact with diverse participants from public administration, business, politics, and civil society, ensuring that knowledge transfer is tailored, interactive, and actionable.
- **Proposed Approach**
 - A clear description of how the supplier will deliver the scope of work, including the needs assessment, pre- and post-visit workshops, and seminar/panel discussion
- **Methodology for Programme Design**
 - A methodology outlining how the supplier will design and deliver activities across the three thematic pillars, using practical exercises, peer learning, and case studies.
- **Budget:**
 - Budget should be submitted in BAM using the budget template at Annex 2.
 - In selection process the British Council will be guided by the principle of best value for money.
- **Team Structure:**
 - Profiles of team members involved in the project, highlighting relevant experience.

15. Mandatory Requirements / Constraints

15.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council’s specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

16. Key background documents

16.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

17. Timescales

17.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

Activity	Date / time
RFP Issued to bidding suppliers	Monday, 6 October 2025
Deadline for clarification questions (Clarification Deadline)	Wednesday, 8 October 2025
British Council to respond to clarification questions	Friday, 10 October 2025
Deadline for submission of Proposals by potential suppliers (Response Deadline)	Tuesday, 14 October 2025
Final Decision	Friday, 17 October 2025
Contract concluded with winning supplier	Tuesday, 21 October 2025
Contract start date	Thursday, 23 October 2025

18. Instructions for Responding

18.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to hena.atlic@britishcouncil.org by the Response Deadline, as set out in the Timescales section of this RFP.

18.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

19. Clarification Requests

19.1 All clarification requests should be submitted to hena.atlic@britishcouncil.org by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

19.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

19.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

19.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

20. Evaluation Criteria

20.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

20.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
Social Value	10%
Technical expertise across relevant thematic areas and demonstrated capacity to translate complex knowledge into practical, actionable learning for diverse participants	30%
Experience in designing and delivering programmes and workshops for diverse audiences on air quality and related topics	20%
Commercial/Pricing Approach	40%

20.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

Points	Interpretation
10	Excellent – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
7	Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested.
5	Adequate – Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested.
3	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the RFP and/or no response has been provided.

20.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may

reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest "Overall Price". Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

20.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

20.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement Process.

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach